



## **POLICY DEVELOPMENT GUIDELINES FOR INTERESTED AND CERTIFIED PROVIDERS**

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The Mississippi Department of Mental Health requires interested and certified providers to develop policies and procedures in accordance with the current [DMH - Operational Standards](#).

Policies and procedures (P&P) establish the rules of conduct within your organization outlining the responsibilities of both employees and employers. It is a roadmap of how employees should implement and carry out day-to-day activities to meet expectations of the organization and adhere to federal/state laws, professional code of ethics and Department of Mental Health standards.

As an interested or certified provider of MS Department of Mental Health your agency must develop policies and procedures according to the DMH Operational Standards. The DMH Standards that must be addressed in your agency policies and procedures are as follows:

- Chapter 9: Quality Assurance 9.1.A through 9.4
- Chapter 10: Fiscal Management 10.1 through 10.9
- Chapter 11: Human Resources 11.1 through 11.9
- Chapter 12: Training/Employee Development 12.1 through 12.5
- Chapter 13: Health and Safety 13.1 through 13.9
- Chapter 14: Rights of People Receiving Services 14.1 through 14.7
- Chapter 15: Incident Reporting 15.1 through 15.5
- Chapter 16: Service Organization 16.1 through 16.8
- Chapter 17: Individual Planning of Treatment, Services and Supports 17.1 and 17.2

In addition to the above referenced Chapters that must be addressed in your agency's policies and procedures, you must also include policies and procedures that are related to your service area. For example: if you are seeking to or currently provide Substance Use Disorder (SUD) services you will develop policies and procedures for the above referenced chapters and chapters related to SUD services for which you are seeking certification and/or are currently certified to provision.

Policies and procedures must include a table of contents and corresponding page numbers within the policies and procedures document. Policies and procedures received without a table of contents and corresponding page numbers will be rejected. The following is an example of a **Table of Contents** with corresponding **page numbers**. Examples of Table of Contents can also be with a simple internet search.